City Graduate School Conference Attendance Fund
University of London Travel Bursaries – April 2018

Through support from the University of London, a number of bursaries are now available to support the City Graduate School Conference Attendance Fund and we are now seeking applications from City research students. A travel bursary is intended to assist with the costs of conference attendance at which students are presenting a research paper, and in doing so will support the support the acquisition of relevant research skills in accordance with Vitae’s Researcher Development Framework, promote the visibility of City research student activity outside the University, and support the University's Vision & Strategy 2026 to enhance the quality and impact of our research.

Criteria for Application

1. Applicants must be research students leading to a City University award, presenting a paper for which they are an author or co-author in person at a major Conference or Symposium.
2. Applicants must provide details of the conference at which they wish to present their paper/poster and provide a statement of support from their supervisor outlining the value in receiving funds. Any indication of additional support from other sources is welcomed and adds weight to the application.
3. Requests for funding for the application round can be made up to a total value of £1000. The total funding available in this round is £29,246k, so it is anticipated that at least 29 awards will be made. Funding may cover travel, visa fees, conference registration fees, subsistence or other relevant costs associated with the event you are attending. Funding will be awarded on the basis of the costs specified in the application.
4. Applications should demonstrate how conference attendance will ‘add value’: for example, to network and extend contacts in your field e.g. to visit another University, laboratory or industry of business at the conference location.
5. Applications for this fund will be based primarily on three key criteria: what is being presented and where; the added value this gives to the research degree programme and the value to City of the trip being made.
6. Applicants are encouraged to seek advice from Learning and Development (LEaD), either at the point of application or successful award, on preparing a poster and/or presenting at conferences prior to attending the conference.
7. Funds are awarded on a competitive basis at the discretion of the Graduate School Conference Attendance Fund Panel. The Panel comprises the Dean of the Graduate School, two Senior Tutors for Research located in Departments outside the Department within which the student is registered, and a representative from the Graduate School Office. The Panel may operate by e-mail distribution or in person, as required.
8. Successful and unsuccessful applicants will be notified by email within five working days of the closing date.
9. Successful applicants commit to writing a short report to show how the funds were actually spent and the benefits gained through participation.
10. Successful applicants will provide acknowledgement to the University of London/City Graduate School Conference Attendance Fund in their paper or poster presentation and consent to the Graduate School publicising their attendance through appropriate University media, including the Graduate School website and the Graduate School newsletter. A copy of the accepted paper should be deposited in City Research Online.
11. Applicants must demonstrate a commitment to publish their paper/poster in the most appropriate external media with a preference for Journal publication in line with the University’s Strategic focus on enhancing our research.

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